



## City of Austin - JOB DESCRIPTION



### Animal Cruelty Investigator

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	10530	<b>Salary Grade:</b>	JC1
<b>Approved:</b>		<b>Last Revised:</b>	April 02, 2010

#### Purpose:

This position is responsible for the investigation of cruelty to animal complaints receive and reports directly to the center manager.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Investigates the information regarding the care of animals, interview witnesses, interrogates suspects.
2. Obtains search and seizure warrants, works with local law enforcement in the execution of search and arrest warrants.
3. Prepares cases for criminal trial, takes documentation of animals, photography of animals, video taping of animals, and their conditions, follow up with veterinarian's medical reports, chain of custody and the transportation of animals impounded or seized as evidence in alleged cruelty to animals complaints.
4. Develop and establish positive working relationships with the Austin Police Department, Travis County Sheriff's Office, Travis County Prosecutor's Office and other incorporated law enforcement entities within Travis County.
5. Contact with the various media formats regarding cruelty stories including on camera and radio interviews relating to news breaking stories related to cases being investigated.

#### Responsibilities - Supervisor and/or Leadership Exercised:

- May provide leadership, work assignments, evaluation, training, and guidance to others

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of city, state, and local ordinances, regulations, and law regarding animal cruelty
- Skill in written and oral communication
- Ability to operate a 35-mm camera and VHS video camera required.
- Ability to deal with the public in crisis situations.
- Ability to operate a two-way radio

#### Minimum Qualifications:

- Basic Peace Officer certificate from the Texas Law Enforcement Academy.
- Must be able to be commissioned as a law enforcement officer outlined by the Texas Law Enforcement Rules and Regulations plus one (1) year of experience in a field related to law enforcement, military or security

#### Licenses and Certifications Required:

- Valid Texas Class C Drivers License, proof of driving record required with application.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.